

D&C Tester's Checklist [Revised 2/10/2015]

Description of Property

Feature	Observation	Measurement
Type of Property	Y	
# buildings	Y	
# units/bldg.	Y	
# stories tall	Y	
Ground floor Parking, Comm'l, Residential	Y	
Office onsite	Y	
Elevator	Y	

- Describe the type of property. (Put a \checkmark or an X)
 - ☐ Four-plex ☐ Apartments ☐ Condominiums ☐ Townhomes
 - ☐ Other (Describe: _____)
- How many buildings are there in the entire complex? _____
- How many units per building? _____
- Are there Commercial Stores or Parking facilities below the residential units? ____ (Y/N)
 - If yes, how many residential units are directly above Commercial Stores or Parking facilities? _____
 - How many units are directly on ground level? _____
- How many total ground floor units are there? (add previous two questions) _____
- Is there an office onsite? _____ (Y or N)
- How many stories tall is the building? _____
- Was the unit you viewed all on one level or was it a split-level unit? _____
- Was there an elevator? _____ (Y or N)
 - If yes, what floors could the elevator reach? _____
- Was there a basement within the unit itself? _____ (Y or N)
- If yes, did the basement have a walkout access? _____ (Y or N)
 - If yes, was there an accessible route from the basement entrance to the front (e.g., sidewalk or common area)? _____ (Y or N)
 - Were there any bathrooms in the basement? _____ (Y or N)
 - Was the basement finished? _____ (Y or N)

Accessible Route

Feature	Observation	Measurement
Steps to Office	Y	
Alternate Accessible Route	Y	
Accessible Route Longer	Y	
Accessible Parking spaces	Y	
Signage for Accessible parking	Y	
Access Aisle present	Y	
Path from access aisle to sidewalk	Y	
Van Accessible signage present	Y	
Steps from parking lot to office	Y	
Curb cutout / ramp at access aisle	Y	
Detectable warning surface	Y	
Steps to Tenant Building	Y	
Common / Individual entrances	Y	
Speed Bumps / Cutouts	Y	

- Are there steps from the parking lot to the Rental Office? _____ (Y or N)
 - How many? _____
- Is there more than one route to the Rental Office? _____
 - Are any of the routes without any steps? _____ (Y or N)
 - Does the route without steps seem steep? _____ (Y or N)
 - Is the route without steps much longer than the one with steps? _____ (Y or N)
- Are there parking spaces with signage or markings on the pavement indicating they are reserved for persons with disabilities (“handicapped”)? _____ (Y/N)
 - Do these parking spaces seem too narrow (less than 96 inches)? _____ (Y/N)
 - Is there an access aisle next to the parking space? _____ (Y/N)
 - Does the access aisle seem too narrow (less than 60 inches)? _____ (Y/N)
 - Do any of the parking spaces have signage reading “Van Accessible”? _____ (Y/N)
 - Does the path from the access aisle to the curb ramp/cutout pass behind a parking space? _____ (Y/N)
- Is there a curb cutout close to the “handicapped” parking space to allow someone in a wheelchair to reach the walkway from the parking lot? _____ (Y or N)
- Are there detectable warning surfaces at each curb ramp? _____ (Y or N)
 - If no, is there a pedestrian crosswalk in front of the curb ramp? _____ (Y or N)
- Are there steps from the parking lot to any subject property entrance? _____ (Y or N)
 - If yes, which one? _____
 - If yes, how many steps? _____
- Is there a shared (or common) entrance? _____ (Y or N)
 - Is there more than one entrance to the same building? _____ (Y or N)
 - How many? _____

- Are any of the routes accessible (no steps)? _____ (Y or N)
- Are there speed bumps running the entire width of the parking lot? _____ (Y or N)

Usable Doors

Feature	Observation	Measurement
Hardware on Door to Bldg	Y	
Exterior Door width		Y
Interior Door width		Y
Primary Door to Unit		Y
Patio / Balcony Door width		Y
Patio / Balcony material	Y	
Threshold height at patio door	Y	Y

- Can all doors be opened with a closed-fist or flat, open-hand? _____ (Y or N)
 - If no, which doors could not be opened? _____
 - What kind of hardware was on the door? _____
- Are all exterior doors minimum of 32" in width? _____ (Y or N)
 - Which exterior doors were not? _____
 - Was there another route the person could take? _____ (Y or N)
- Is the entrance to the unit a minimum of 32" in width? _____ (Y or N)
- Are all interior doors of the unit a minimum of 31 5/8" in width? _____ (Y or N)
 - Which interior doors were not? _____
 - Was there another route the person could take? _____ (Y or N)
- Does the patio door open to 31 5/8" in width? _____ (Y or N)
 - If not, what is its clear opening width? _____
 - Is door to patio/balcony a sliding glass door or a swinging door? _____
- The patio floor was constructed with what? (Concrete, wood, etc.)

- What is the height from the threshold to the patio landing (outside drop)? _____
- What is the height from the threshold to the interior floor (inside drop)? _____

Environmental Controls

Feature	Observation	Measurement
Thermostat control	Y	Y
Electrical Outlets		Y

- Is the midline of the lowest electrical outlet a minimum of 15" off the floor? ____ (Y or N)
 - If no, how high off the floor are they? _____
 - If no, where were the non-compliant outlets located? _____
 - How many other outlets were in the same room? _____
 - Were ALL or most of the electrical outlets non-compliant? _____ (Y or N)
- Are all other environmental controls (lights, thermostat, fans, etc.) located no more than 48" off the ground? ____ (Y or N)
 - If no, what was non-compliant? _____
 - Where was it located? _____
 - Was there an alternate control to the unusable control (wall switch, remote control, etc.)? ____ (Y or N)
 - What other controls were in the same room? _____

Kitchen

Feature	Observation	Measurement
Kitchen Style	Y	
Width between cabinets/appliances		Y
30" x 48" cfs at each appliance	Y	Y

- Is kitchen: galley (parallel counters), island, L-shaped or U-shaped? _____
 - If **galley**, or **island**, or L-shaped, is there a minimum of 40" between lower cabinets and the other side? ____ (Y or N)
 - Is there a 30x48" clear floor space at the refrigerator? ____ (Y or N)
 - Is there a 30x48" clear floor space **centered** at the stove? ____ (Y or N)
 - Is there a 30x48" clear floor space at the dishwasher? ____ (Y or N)
 - Is there a 30x48" clear floor space **centered** at the sink? ____ (Y or N)
 - If bare wall to one side (no cabinets or appliances), is path 36" wide? ____ (Y or N)
 - If **U-shaped**, is there 60" of clear turning space in the kitchen? ____ (Y or N)
 - If less than 60", is the sink at the base of the U-shape? ____ (Y or N)
 - Is cabinet underneath sink removable? ____ (Y or N)

Bathrooms

Feature	Observation	Measurement
Specification A or B	Y	
# Bathrooms	Y	
30" x 48" cfs outside swing of door		Y
Full, ¾ or ½ Baths	Y	
Midline of toilet to wall		Y
Midline of sink to wall		Y

- Are there reinforcements in the shower walls and around the toilets for grab bar installation in all bathrooms? _____ (Y or N)
- How many bathrooms are in the unit? _____
- Is there at least one Specification B type bathroom? _____ (Y or N)
- If more than one bathroom, how many are type B _____
 - How many are type A _____
- How many were full bathrooms (bathtub and shower, toilet, sink) _____
 - ¾ bathrooms (shower, toilet, sink) or (bathtub, toilet, sink) _____
 - ½ bathrooms (toilet, sink) _____
- Were the bathing facilities shower-bathtub combination, bathtub only, shower only?
- If 1-Bathroom and Shower only, is inside of shower 36" wide at center point? ____ (Y/N)
- Is there 30x48" clear space on the floor outside the swing of the door in each bathroom? _____ (Y or N)
 - If no, which bathroom was not compliant? _____
 - Which Specification type was it? _____ (A or B)
- Does the midline of the sink in every bathroom measure a minimum of 24" from the wall? _____ (Y or N)
 - If no, which bathroom was not compliant? _____
 - Which Specification type was it? _____ (A or B)
 - What is the measurement from the faucet to the wall? _____
 - Are the cabinets under that sink removable? _____ (Y or N)
- Does the centerline of the toilet to the grab bar side wall in every bathroom measure a minimum of 18"? _____ (Y or N)
 - If no, which bathroom was not compliant? _____
 - What is the measurement from the centerline of the toilet to the grab bar side wall? _____
- Does the centerline of the toilet to the non-grab bar side wall (bathroom cabinet or obstruction) in every bathroom measure a minimum of 15"? _____ (Y or N)
 - If no, which bathroom was not compliant? _____
 - What is the measurement from the centerline of the toilet to the non-grab bar side wall? _____

Laundry/Common Areas

- Do you notice any obstructions or barriers (water line, steps, etc.) for a person in a wheelchair?
 - If yes, describe. _____

Bedrooms

- How many bedrooms are in the unit? _____

Photos

- **O**-Panoramic photo of entire building, to show how many units there are.
- **O**-Photo of any steps leading to Office, if any.
- **O**-Photo of any steps leading to Building entrance, if any.
- **I**-Photo of sliding door to patio/balcony.
- **O**-Photo (taken from outside) of drop-off to patio/balcony.
- **I**-Photo of kitchen showing type (galley, island, L-shaped, U-shaped).
- **I**-Photo of kitchen sink and surroundings.
- **I**-Photos of each bath tub in each bathroom, to show Specification A or B.
- **I**-Photos of each sink in each bathroom, showing distance from wall.
- **I**-Photos of any obstructions, for a wheelchair, that you see.

[O = outside, I = inside]

Tester Name: _____

Date of Test: _____

Time Test Began: _____

Time Test Concluded: _____

Name of Property: _____

Bldg No. & Unit No. Viewed: _____

Address of Test Property: _____

City of Test Property: _____

Manager/Leasing Agent's Name: _____

What floor the unit was on: _____

Elevator Available: _____ (Y or N)

Ask for brochures/business card from person who shows the unit.